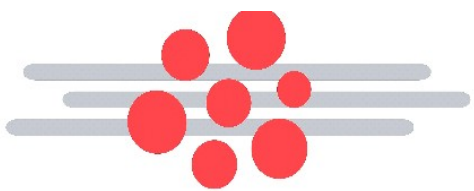


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 <p>Center for Functional Nanomaterials Brookhaven National Laboratory</p>	<p>NUMBER</p> <p>SOP-CFN-OPS-3 (After-Hours)</p>	<p>REVISION</p> <p>Rev. 1</p>
	<p>DATE</p> <p>11/10/08</p>	<p>PAGE 1 OF</p> <p>2</p>
<p>SUBJECT: CFN Department Policy on Working After-Hours</p>	<p>PREPARED BY:</p> <p>R. Sabatini</p>	
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1. Introduction

Brookhaven National Laboratory (BNL), and by inclusion the Center for Functional Nanomaterials (CFN), offers considerable flexibility within the forty-hour work week schedule of its employees. Administrative and support personnel have traditionally followed an *official* 8:30 am-5 pm BNL schedule, although some people now follow a structured *flexible working schedule* for which the Laboratory has recently provided guidelines. As a result of that flexibility, the normal working hours at the CFN now are from 8 am to 6 pm. During this period activities are scheduled, support and services are most available, and interaction with colleagues is most prevalent.

CFN scientific and technical personnel may often need to work outside and beyond those hours because of the nature of their work, . Therefore, working *after hours*, that is, outside the 8 am – 6 pm period on weekdays and anytime on weekends and holidays, requires special precautions, especially if working in a laboratory. This document sets the CFN policy for working after hours, which is consistent with, but more detailed than BNL-wide policy on this matter. (See, e.g., <http://intranet.bnl.gov/inst/ims/Training/New-Employee.htm>).

2. After-hours work by CFN employees

It is a good practice for any CFN employee planning to frequently work after hours to inform his/her manager in advance about that plan, and, when such work occurs, to let other personnel in the CFN or BNL security know of his/her presence in the Lab.

Working in a laboratory after hours, especially if it is alone, increases the risk that a minor problem could develop into a more serious situation. In anticipation of future requests for working after hours, each facility manager (or his/her delegate), in consultation with the CFN's ESH coordinator, should rank activities in the facility according to their risk, and determine which activities are appropriate for after-hours work and under what conditions. Examples of activities **not** permitted after hours are working with hydrofluoric acid (HF), exchanging pyrophoric,

flammable, or toxic gas systems

Any CFN employee considering working after hours in a laboratory must inform his/her manager about the plan. The plan will indicate the scope of the work, chemicals or equipment to be used, and ESR(s) under which the work is covered; it will identify hazardous (or potentially hazardous) procedures; and it will mention whether the work will be done alone or with a colleague. The manager will then determine whether that work is permitted, and, if so, whether working alone is permitted.

It is recommended that any employee working alone after hours should carry a cell phone and have it programmed to call the BNL emergency number (344-2222). It is also recommended that he/she be in contact with another employee working in the premises at the time. If no one else is found nearby in the CFN, it is advisable to contact police headquarters (344-2238) and inform them of your work location, phone number to be reached at, and expected duration of work. It is also advisable that the employee notify his/her contact when leaving the CFN after work.

3. After-hours work by CFN users and guests

CFN users are expected to work at the CFN during normal working hours, that is, between 8 am and 6 pm weekdays. Users with extensive experience working at the CFN may be granted permission by the appropriate facility leader and ES&H Coordinator to work after hours. Users first must complete the [“Request to Work After-Hours at the CFN” form](#). If approved the user would follow the procedure outlined for CFN employees in the previous section.

Guest scientists working at the CFN for an extended period of time (> three months) may be permitted to work after hours only after they have gained extensive experience with the operation of the CFN and its facilities. Guests must first complete the “Request to Work After-Hours at the CFN” form. If approved the user would follow the procedure outlined for CFN employees in the previous section.

CAUTION

Do not perform any Lab work not pre-approved by your supervisor